

APPENDIX F Revised 6/18/04

PROPOSAL CHECKLIST

The following proposal checklist will be used by NASA to perform a compliance check on all proposals received in response to this AO.

Administrative Compliance	
1. Delivered on time	§8.0
2. Includes printed copy of electronically-submitted Cover Page and Proposal Summary	Appendix B
3. Includes original PI signature	§6.6, Appendix B
4. Includes original authorizing official signature	§6.4
5. Correct number of copies delivered	§6.6
6. Proposal meets page limits	Appendix B
7. Each proposal accompanied by a CD copy	§6.6
8. Meets general guidelines (one volume original easy to disassemble, one inch margins, maximum 15 characters/inch -- approximately 12 pt font)	Appendix B
9. Includes only required appendices	Appendix B
10. Budgets submitted in required formats	Appendix B
11. Includes letters of endorsement from all organizations contributing critical goods and services, including those for Co-Is, from all major participants, and from any required funding organizations	§5.1, Appendix B
12. Includes letters of endorsement from participating non-U.S. institutions	§5.11.1, §8.0, Appendix B
Programmatic Compliance	
13. Addresses goals and objectives of the solicited mission	§1.2, §2.0
14. Responsive to the data archiving requirements	§5.9
15. Proposes an investigation versus just an instrument or technology	§2.0, §5.2

Technical Compliance	
16. Complete investigation (Phases A-E) proposed	§1.1, §5.6
17. Team led by a single PI	§5.1
18. Proposed budget within cost constraints	§5.7
19. Phase A/B costs within cost limits	§5.7
20. Cost reserves proposed per AO direction	§5.7
21. Includes Contract Start required information	Appendix B
22. Includes E/PO, and SDB commitments	§5.3, Appendix B